ARE YOU ANTHONY NOLAN?

RECRUITMENT PACK

TALENT, LEARNING AND DEVELOPMENT OFFICER

JOB DETAILS

Job title: Talent, Learning and Development Officer

Job band: Band 2

Reports to: Future Talent Manager

Direct reports: None

Hours per week: 35 hours

Contract: Permanent

Date: February 2021

anthonyrnolan.org/jobs
WELCOME FROM...

SAM HAMDIEH
FUTURE TALENT MANAGER

ANTHONY NOLAN

Every day, we match incredible individuals willing to donate their blood stem cells or bone marrow to people with blood cancer and blood disorders who desperately need lifesaving transplant.

It all began 1974. With her three-year-old son Anthony in urgent need of a bone marrow transplant, Shirley Nolan set up the world’s first register to match donors with people in desperate need.

Now, we help three people each day find that lifesaving match.

We also conduct world-class research into stem cell matching and transplants, so we can make sure every person in need gets the best possible treatment. And we provide essential patient information and services, to support people before, during and after their transplant.

It all starts with someone being ready and waiting to help. And thanks to the generosity of our donors, the new mums, the great minds in our labs, and the selflessness of our supporters, it can end with someone’s life being saved.

OUR VISION

To save and improve the lives of everyone who needs a stem cell transplant

OUR AIMS

- Together, we can provide outstanding services for patients and the clinical community
- Together, we can drive lifesaving research and turn it into action for patients
- Together, we can harness the collective power of our supporters to champion and enable our lifesaving work
- Together, we can be a stronger voice for patients to ensure they receive the best possible care
- Together, we can
TALENT DEVELOPMENT OFFICER

JOB PROFILE
Working closely with the Future Talent Manager, you will help us develop into a learning organisation. You will design and implement guidance, tools, programs and organisational models to communicate, manage, and enable Anthony Nolan’s approach to staff professional development and career growth, helping to drive the best employee experience, joining the dots between recruitment, development and career journey, so that we can achieve our ambitious strategy that will lead the way into saving even more lives and a future of new treatments.

KEY RESPONSIBILITIES
These include but are not limited to:

- Develop the Anthony Nolan Talent Development policy, and ensure it is widely understood and embedded by delivering presentations, e-learning, and workshops whilst making other recommendations for training, coaching, mentoring and other development methods.
- Manage projects with a focus on candidate attraction and employer branding, helping to develop attraction models, recruitment guidance and resources, and skills-training offerings.
- Overseeing the Anthony Nolan digital recruitment strategy and Applicant Tracking System (ATS).
- Create and manage data analytics and reporting on the impact digital marketing initiatives/programs, integrating data from various sources and developing presentations/formats for communicating key results, themes and trends over time.
- Project manage additional talent development projects, as requested based on the ongoing evolution of the team and its work.
- Overall, become a trusted advisor to various staff communities, and an Ambassador for Talent Development and the People Team at Anthony Nolan.

ESSENTIAL ATTRIBUTES

- Previous experience in learning and development.
- Good understanding of Organisational Development, Talent Analytics and Human Resources Management.
- Demonstrated record of designing, implementing, and managing concurrent complex projects/programs related to Talent attraction, marketing and employer brand.
- Experience working with and managing Applicant Tracking Systems (ATS) is desirable.
- Experience working with a Learning Management System (LMS).
- Strong written and verbal English communication skills including experience writing, designing and publishing digital content in response to data from the HR Service desk and other sources, adapting it for delivery across multiple channels and platforms.
- Experience developing and delivering digital presentations and organisational communications.
- Experience managing surveys and data compilation and analysis.
- Extensive experience of innovative approaches to talent and project management.
- Proven ability to build and maintain relationships with staff at all levels from a diverse array of backgrounds.
TERMS OF APPOINTMENT

Salary: £33,000

Contract: Permanent

Location:
Initial flexible working
2 Heathgate Place
75-87 Agincourt Road
London
NW3 2NU

Benefits

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<thead>
<tr>
<th>Financial</th>
<th>Wellbeing &amp; Health</th>
<th>Family Friendly</th>
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<tbody>
<tr>
<td>✓ Pension (employer 6% when you contribute 6% or more),</td>
<td>✓ 27 days annual leave in addition to normal public holidays</td>
<td>✓ Paid dependents leave</td>
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<td>✓ Travel Insurance</td>
<td>✓ 24-hour Employee Assistance Hotline</td>
<td>✓ Enhanced Maternity, Paternity &amp; Adoption pay</td>
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<td>✓ Interest free Travel Loan</td>
<td>✓ Medical Cash Plan</td>
<td>✓ Flexible start/finish times (role dependent)</td>
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<td>✓ Salary Sacrifice Car Scheme</td>
<td>✓ Cycle to Work scheme</td>
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<tr>
<td>✓ Life Assurance (4x annual salary)</td>
<td>✓ Gymflex</td>
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And more! (full list of benefits available on website)

HOW TO APPLY

Go to anthonynolan.org/jobs and click on the relevant job. You will be asked to fill in some details, add a covering letter and upload your CV.

Anthony Nolan is an equal opportunities & living wage accredited employer.